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## Development of Information Management System for Greenhouse Gas Data

Contract: EP-W-07-071, Task Order: 0004

Lead PR Number: PR-HQ-08-10666

## **Summary Information**

Title:

Development of Information Management System for

Greenhouse Gas Data

Period of Performance:

From: 12/19/07 07/18/08

Award Date:

To:

Total Funding:

\$201,197.84

## Accounting/Appropriation Data

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Base	FC7317	07	B	58F7	105A46C	00000000		2505	\$89,533.94	Ρ

## Funding Breakout

Acct.Info	Funding Category	Amount
FY2007 - FC7317	Cost Ceiling	\$89,533.94
	Total:	\$89,533.94
FY2007 - FC7318	Cost Ceiling	\$111,663.90
	Total:	\$111,663.90

## **Procurement Management Roles**

TASK ORDER PROJECT OFFICER:

U.S. E.P.A. Attn: LEIF E. HOCKSTAD 1200 PENNSYLVANIA AVE, NW WASHINGTON, DC

Mail Code: 6207J

Phone Number: 202-343-9432
Fax Number: 202-343-2359
E-Mail Address: hockstad.leif@epa.gov

## **Task Order Totals**

Category	POP	Amount
Cost Ceiling	Base Pd.	\$201,197.84

# TASK ORDER STATEMENT OF WORK

Title:

Development of Information Management System for Greenhouse Gas Data

Contractor and Contract Number: TBD

Task Order Number:

**TBD** 

**Estimated Level of Effort:** 

2,600 hours

EPA Key Personnel:

Leif Hockstad

Lisa Hanle

Task Order Project Officer (TOPO):

Leif Hockstad

US Environmental Protection Agency 1200 Pennsylvania Avenue, NW (6202J)

Washington DC 20460 Phone: (202) 343-9432 Fax: (202) 343-2359

Email: hockstad.leif@epa.gov

Alternate TOPO:

Lisa Hanle

US Environmental Protection Agency 1200 Pennsylvania Avenue, NW (6202J)

Washington DC 20460 Phone: (202) 343-9434 Fax: (202) 343-2359

Email: hanle.lisa@epa.gov

Contracting Officer (CO):

Stacey Wolejko

1200 Pennsylvania Avenue, NW

Washington, DC 20460

Mail Code 3803R Phone: 202-564-8902 Fax: 202-565-2554

E-mail: wolejko.stacey@epa.gov

#### I. INTRODUCTION

The Climate Change Division (CCD) in the U.S. Environmental Protection Agency's (EPA) Office of Air and Radiation works to assess and address global climate change and the associated risks to human health and the environment. CCD plays a key role in U.S.

and international efforts to address climate change by developing and analyzing greenhouse gas data.

#### II. BACKGROUND AND PURPOSE

The following subsection describes the programs area and activities that the Contractor will support through the tasks in Section III.

#### Greenhouse Gas Information Management System

The functions of the greenhouse gas (GHG) information management system, or the GHG Inventory Management System (IMS), will be developed through the tasks in Section III. The GHG IMS will consist of an Oracle 10g database host system, and multiple Windows desktop computers running application software at EPA and external locations. EPA users will access the host via the Intranet and external users will gain access through the firewall using a secure connection. All greenhouse gas data will be stored in the database at the host site; the host site currently being considered by the TOPO is EPA's National Computer Center (NCC) in Raleigh, NC.

The Contractor will develop the GHG IMS based on design elements provided by EPA. The software and architecture development for the GHG IMS will be guided by design documentation to be provided by the TOPO in conjunction with the deliverable for Task 1.1 in Section III. Additional feedback from the Contractor on the design, throughout the development process, will be encouraged by EPA.

EPA's overall vision of the GHG IMS is that it should facilitate the following basic functions: data import; manual data entry; data calculation; data QA/QC; historical data management; data analysis; and data export. The high level architecture of the IMS will be divided into three "layers": the User Interface, the Domain Layer, and the Persistence Layer. These "layers" will allow the additional "non-functional" requirements necessary for the GHG IMS, which would include: flexibility; maintainability; performance; design patterns; and testability. The Contractor shall develop the software architecture, following TOPO technical direction, to support these functional and "non-functional" requirements of the GHG IMS.

#### III. STATEMENT OF WORK TASKS

The Contractor shall furnish the necessary personnel, material, equipment, services and facilities to provide technical and analytical support in the task listed below in support of the program areas outlined in Section II. The purpose of the GHG IMS software developed in the following tasks is to serve as a repository for data gathered in support of the program areas outlined in Section I. The purpose of the Section III tasks listed below is primarily to develop the working software structure of the GHG IMS and its basic functionalities.

The actual calculation and population of new data in the GHG IMS software will not occur under these tasks. No duplication of work initiated through other task orders or work assignments will be performed.

### Task 1 Project Management

The Contractor shall provide project management under this task, and shall submit a Monthly Status Report to EPA's TOPO and Contracting Officer (CO) in accordance with the Project Reporting section below. During the Period of Performance, the Contractor shall immediately inform the TOPO and CO by telephone and/or email of any problems that may impede performance along with any corrective actions needed by the EPA or the Contractor to solve the problem.

Under this Task, the Contractor shall also attend a kick-off meeting, either via conference call or in-person, whichever is most cost effective to the Government, to discuss the goals and strategy for completing the deliverables. This kick-off meeting will serve as a brainstorming session to clarify the EPA's vision of the GHG IMS by the TOPO, solicit ideas and feedback from the Contractor, as well as formulate ideas for work to be completed by the Contractor under the Tasks listed below. At the kick-off meeting the TOPO will discuss the overall design vision for the GHG IMS, and also provide documentation on EPA's design approach for the GHG IMS. The Contractor, under this Task, will also attend a wrap-up meeting at the end of the period of performance to discuss work completed under the Tasks in Section III.

#### Deliverables and schedule under Task 1:

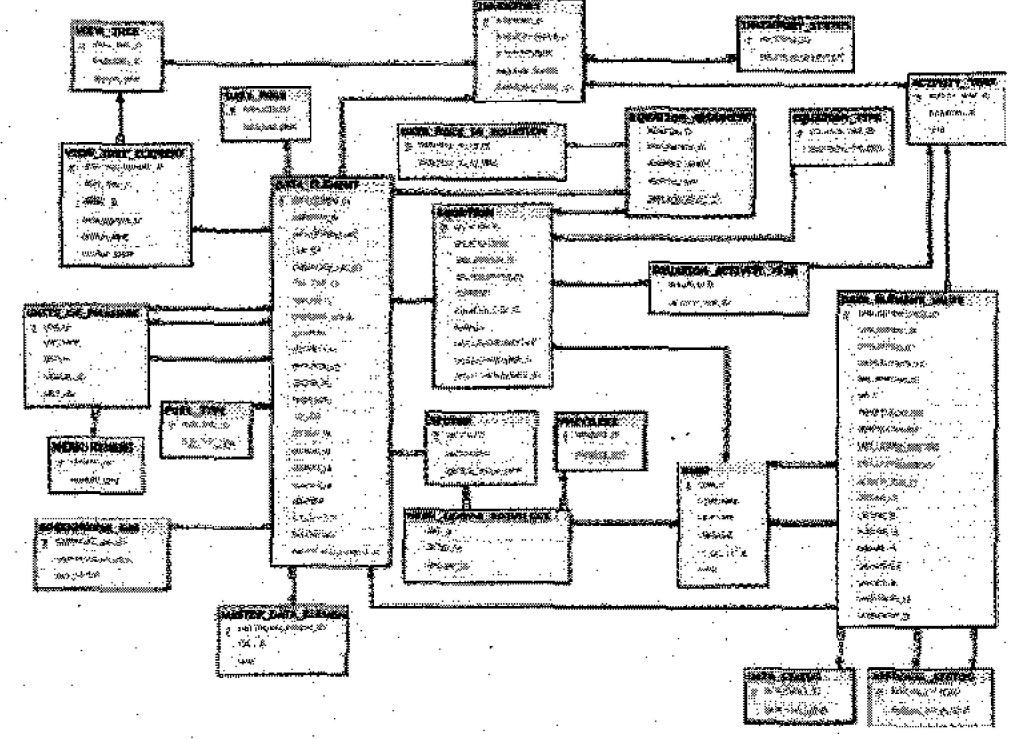
	Task 1 Deliverable	Due Date
Task 1.1	Attend Kick-off Meeting	Within 2 weeks of award of Task
		Order
Task 1.2	Monthly Status Report	By 10th business day each month
Task 1.3	Attend End of POP Meeting	At least 2 weeks prior to end of the
	<del></del>	Period of Performance, per TOPO
		direction

Task 2 Object Model Development

Under this Task, the Contractor shall develop primary functions of the GHG IMS database design and accompanying software in accordance with requirements, specifications, and government-furnished information (GFI) provided by the TOPO. The core of the object and data model design software to be developed is to facilitate continuous updates to the underlying data, while retaining values from previous iterations of the data. Each activity year will have associations with many data elements. Data elements will include numerous variable inputs as defined by the TOPO. The data elements will require relationships to allow interaction between the variables for calculation and storage purposes; these will be developed to allow interactions between "parent" data element and "children" data elements. Identifications will be made for the primary domain classes, identifying hierarchies, properties, and methods, through interactions between the Contractor and the TOPO.

The relationships of the data elements will require, but not be limited to, the following: data import; manual data entry; data calculation within the GHG IMS; automated QA/QC; historical data management; data analysis; data export in a variety of formats (e.g., XML, CSV, HTML); and data administration. The relational database structure developed under this Task should facilitate the necessary data element relationships. Figure 2.1 provides an example of how the relational database might be structured per the design of the GHG IMS by the TOPO (the figure only represents a figurative example of a relational database structure, and should not be considered the official design requirements from the TOPO to be developed under this TO).

Figure 2.1 – Sample Relationship Diagram



The development of the core data management functions will be based on user roles developed under Task 3. The action and system responses will be developed based on TOPO GFI and design documentation provided as part of the deliverable in Task 1.1. Example action and system response include, but are not limited to, operations such as: "Add New Data Element" and "Modify Annual Value in Data Element." Additional core data management functions will also include the ability to generate a new set of complete GHG data from an existing set within the GHG IMS, and allow for the locking and unlocking of the GHG datasets within the GHG IMS depending upon system administrator needs.

#### Deliverables and schedule under Task 2:

- ·	Task 2 Deliverable	Due Date
Task 2.1	Database Structure Charts	Within 2 weeks of TOPO technical direction
Task 2.2	User Interface Designs	Within 2 weeks of TOPO technical direction
Task 2.3	Domain Layer Designs	Within 4 weeks of TOPO technical direction
Task 2.4	Domain Layer Functionality Testing	Within 3 months of award of Task Order
Task 2.5	Persistence Layer Designs	Within 8 weeks of TOPO technical direction
Task 2.6	Persistence Layer Functionality Testing	Within 4 months of award of Task Order
Task 2.7	Reports and Custom Query Module Designs	Within 6 months of TOPO technical direction
Task 2.8	Software Updates	Quarterly after award of Task Order

Task 3
Development of Core Business Use Cases for Data Management

Under this task, the Contractor shall implement security modules within the development of the GHG IMS software, to ensure that only the appropriate individuals will be able to modify data within the system, based on access privileges granted by the database administrator manager. The TOPO will provide the Contractor with the default use security roles for the GHG IMS. Within the development of the GHG IMS, the Contractor will implement procedures such as, but not limited to, use management, data management and calculation within sectors, and the locking and unlocking of data within the system. The Contractor shall base the security modules on a series of "business use cases" determined by the TOPO, in consultation with the Contractor. For example, some GHG IMS security roles and their respective "business use cases" may include, but not be limited to, such roles as: "System Administrator — Maintains Global Rights" and "Sector User — Responsible for Categories and/or Subcategories of Data." An example "business use case" may include, but not be limited to, such activities as:

<sup>&</sup>quot;Use Case Name: Review Audit Logs

- Actors: Security roles allowed are System Administrator, IMS Manager, and Auditors
- Description: Authorized users must be able to create and review Audit Log information
- Preconditions: The User successfully authenticates into the system and accesses Custom Reports and the Audit Log datasets
- Basic Flow: Includes 'Create Audit Log,' 'View Audit Log,' and 'Exit from Menu.'
- Priority: High."

The primary goal of this task to develop software rules with the GHG IMS, which will allow the system to operate properly with multiple users accessing it under multiple roles.

#### <u>Deliverables</u> and schedule under Task 3:

	Task 3 Deliverable	Due Date
Task 3.1	Reaction to proposed TOPO	Within 2 weeks of TOPO technical
	Business Use Cases	direction
Task 3.2	Functionality Testing	Within 4 months of award of Task
		Order
Task 3.3	Security Testing	Within 6 months of award of Task
·		Order
Task 3.4	Documentation	Within 6 months of award of Task
		Order

## Task 4 User Interface Development

The user interface for the GHG IMS will feature an interface to the database similar to Windows Explorer, to facilitate ease of use. A tree control structure within the interface will allow users to expand and collapse portions of the visible database in a manner that is similar to working with folders and files in Windows. In addition, the tree will support hierarchical structures inherent in the underlying methodologies. In other words, users will be able to see a visual representation of the series of inputs used in deriving any calculated value.

Example user interface screens could include, but not be limited to, "Data Entry and Calculation"; "Import"; "Quality Assurance"; "Custom Reports"; "Category Management"; and "User Management."

Under this Task, the Contractor shall develop the user interface, which will display all major functioning modules necessary for interaction with the underlying database depending upon the user role developed under Task 3. The interface will allow for users to select data elements, view expanded attribute information, view calculated values, and preview and export custom reports. The Contractor shall also develop a strategy for installation of the user interface on the TOPO's computer, along with future installation strategies for other IMS users.

### Deliverables and schedule under Task 4;

,	Task x Deliverable	Due Date
Task 4.1	Reaction to proposed User	Within 4 weeks of TOPO technical
	Interface Designs	direction
Task 4.2	User Interface Functionality	Within 6 months of award of Task
	Testing	Order
Task 4.3	Security Testing	Within 6 months of award of Task
		Order
Task 4.4	Documentation	Within 6 months of award of Task
,		Order
Task 4.5	Software Updates	Quarterly after award of Task Order

## Task 5 Network & Architecture Support

The Contractor shall provide support to the TOPO on issues related to the deployment of the IMS on the available EPA network. This task would include the installation and testing of network software to the uses of the data system. Support could also be provided for the network architecture, should beta testing of the system result in such needs or modifications.

Such work could also include requested support to the TOPO with the installation of Aventail (Anytime Anyplace Access) to users outside EPA's firewall, or requested support with the Application Deployment Checklist (ADC) submission for use of EPA's NCC.

#### Deliverables and schedule under Task 5:

	Task 3 Deliverable	Due Date
Task 5.1	Documentation of Network & Architecture issues and solutions	As determined by the TOPO
Task 5.2	Software Installation and Testing	As determined by the TOPO
Task 5.3	Support for Application  Deployment Checklist	As determined by the TOPO

#### III. PROJECT REPORTING

#### **Monthly Status Report**

The Contractor shall provide monthly status reports that shall include, at a minimum, the following information for each of the above tasks and a summary of all tasks:

- Activities of the past month a summary of the actions taken and progress made on all outstanding tasks for the past month.
- Activities of the next month a review of the work planned to be done to meet task requirements.

- Problems/Issues a discussion of problems or difficulties either anticipated or encountered.
- Hours as applicable, total hours expended during the month, and cumulative total to date. Hours expended must be identified by individual and labor category.
- Funds as applicable, total funds expended during the month, cumulative total to date, outstanding commitments, and percentage of approved funds spent to date.

#### Distribution of Deliverables

All deliverables including status reports between the Contractor and the Government shall be delivered as:

- One copy in paper or electronic format to the EPA TOPO and EPA Contracting Officer.
- The Contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in hard copy or electronic format (HTML, Visio, Microsoft Word, Acrobat, etc. as appropriate) via a delivery service or electronic mail.
- The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of EPA TOPO.
- Upon the EPA TOPO's acceptance of the last module for each application, the Contractor shall deliver one copy of the final source code, executable code, and Final Specifications Manual to the EPA TOPO and EPA Contracting Officer on one or more CD(s).

The U.S. EPA TOPO will review deliverables for technical content, completeness, and grammar. Final inspection, testing and acceptance of all reports, code, and other deliverables will be performed by the EPA TOPO or other individual(s) designated as subject matter technical expert(s) by the EPA TOPO.

#### IV. PERIOD OF PERFORMANCE

The period of performance for this Task Order is from date of award to July #8, 2008.

#### V. TASK ORDER EVALUATION CRITERIA

- Technical Merit. Technical merit will be evaluated based on the technical approach, strategy, and the level of knowledge of key issues demonstrated. The Government will evaluate each offeror's technical approach and level of knowledge demonstrated, including an understanding of EPA's requirements as set forth in the Statement of Work. The proposal shall be no more than 15 pages in length.
- Past Performance on Similar Work. Past experience focuses on the depth of expertise on conducting similar types of work as those outlined in the Statement of Work. The Government will evaluate each offerors' experience performing projects of a similar size, scope, and complexity related to the primary subject matter set forth in the Statement of Work. In particular, proposals should specify past experience in:

- Development and implementation of Oracle databases for EPA, specifying Offices and programs within EPA and the corresponding databases;
- Use of Oracle and SQL Server in database designs;
- Knowledge of object-relational mapping (ORM) tools such as Hibernate and NHibernate;
- Deployment of data systems to EPA's National Computer Center (NCC);
- Managing issues related to network transport, specifically EPA's Aventail remote access tool, and issues related to EPA' Cross-Media Electronic Reporting Rule (CROMERR); and,
- Development of user interfaces to access underlying databases for data systems.
- Cost. This refers to the total expected cost of performing the Tasks. Proposals will be evaluated with cost as a criterion under a "best-value to the Government" approach.
- Personnel. This refers to the quality of the proposed labor mix and level of effort. Each team should specify the staffing selected and their relevant experience. Each proposal should specify their intent and approach for using subcontractors.

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## Development of Information Management System for Greenhouse Gas Data

Contract: EP-W-07-071, Task Order: 0004, Mod: 0002

## Summary Information

Title: Development of Information Management System for

Greenhouse Gas Data

Period of Performance: From: 12/19/07

To: 07/18/08

Award Date: 12/19/07

Total Funding: \$165,843.46

## Accounting/Appropriation Data

#### The following item(s) have been added:

•				•	, 4	-	•					₽
						Program	Site/	Cost	Cbj		-	1
	POP	DCM	BFYS	#.rqqA	Org	Element	Project	Org	Clas	. *	Amount	$\mathbf{C}$
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	Base	FC7318	07	B ·	58 <b>F</b> 7	105A46C	00000000		2505	(\$35	,354,38)	

## **Funding Breakout**

Acct.Info	Funding Category	Amount
FY2007 - FC7317	Cost Ceiling	\$89,533.94
·	Total:	\$89,533.94
FY2007 - FC7318	Cost Ceiling	\$76,309.52
	Total:	\$76,309.52

(M) - Modified

[A] - Added